

For information on becoming a Office Clerk, General, see [Sources of additional information](#) within this brochure.

For information on youth employment opportunities, contact a career counselor at your high school or employment counselor or job and information center coordinator at your local NH Employment Security Office.

Berlin (752-5500)

[151 Pleasant St., PO Box 159, 03570-0159](#)

Claremont (543-3111)

[404 Washington St., PO Box 180, 03743-0180](#)

Concord (228-4100)

[10 West St., PO Box 1140, 03302 - 1140](#)

Conway (447-5924)

[518 White Mountain Highway, 03818-4205](#)

Keene (352-1904)

[109 Key Rd., 03431-3926](#)

Laconia (524-3960)

[426 Union Ave., PO Box 760, 03246-2894](#)

Lebanon (448-6340)

[85 Mechanic St., Ste.4, 03766-1506](#)

Littleton (444-2971)

[646 Union St., Ste.100, 03561-5314](#)

Manchester (627-7841)

[300 Hanover St., 03104-4957](#)

Nashua (882-5177)

[6 Townsend St., 03060-3285](#)

Portsmouth (436-3702)

[2000 Lafayette Rd., 03801-5673](#)

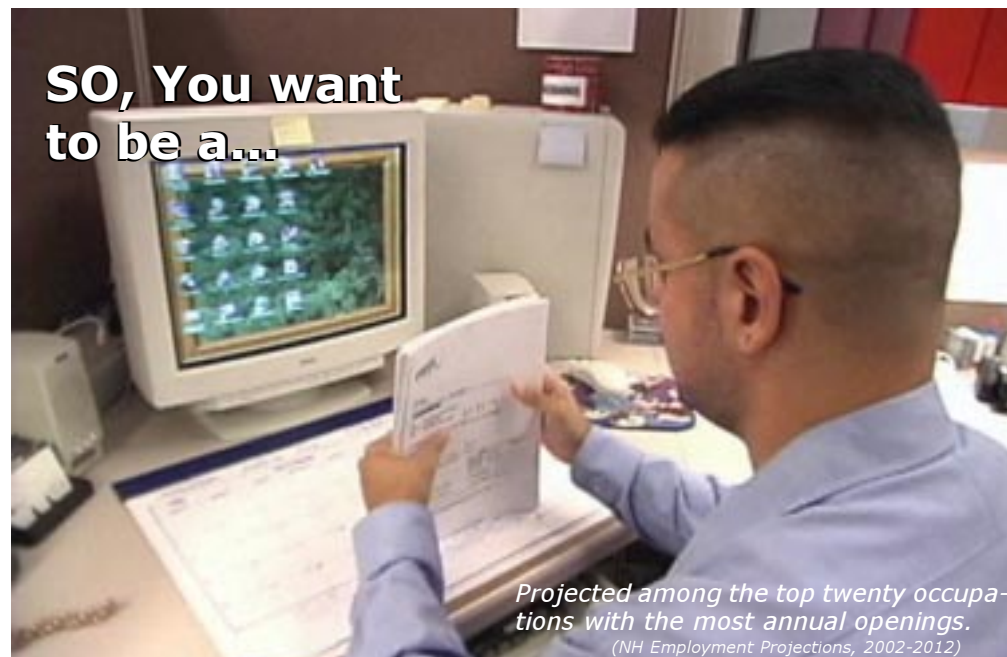
Salem (893-9185)

[29 South Broadway, 03029-3026](#)

Somersworth (742-3600)

[243 Rt.108, 03878-1512](#)

**SO, You want
to be a...**



*Projected among the top twenty occupations with the most annual openings.
(NH Employment Projections, 2002-2012)*

Business, Management & Administration

**Office Clerk
(General)**



New Hampshire

**Here are
a few things
you should know.**

You'll want to know a few things about this career.

Avg Hrlly Wage:

\$12.34

Expected GrowthRate*:

11%

Avg AnnOpenings:

265

Training/Educ Needed:

Short On-the-Job Training or Military

High school diploma is most common requirement.

Courses taken in word processing, other computer applications, and office practices would be particularly helpful.

Basic Skills: Reading, listening, writing, speaking, math.

Job Skills: Clerical, customer and personal service, mathematics, economics and accounting, computers and electronics, telecommunications, computers and media, psychology.

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SO, You want to be a...

Office Clerk, General

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TASKS

1. Compiles, copies, sorts, and files records of office activities, business transactions, and other activities.
2. Computes, records, and proofreads data and other information, such as records or reports.
3. Operates office machines, such as photocopier, telecopier, and personal computer.
4. Completes and mails bills, contracts, policies, invoices, or checks.
5. Stuffs envelopes and addresses, stamps, sorts, and distributes mail, packages, and other materials.
6. Transcribes dictation and composes and types letters and other correspondence, using typewriter or computer.
7. Orders materials, supplies, and services, and completes records and reports.
8. Answers telephone, responds to requests, delivers messages, and runs errands.
9. Reviews files, records, and other documents to obtain information to respond to requests.
10. Completes work schedules and arranges appointments for staff and students.
11. Collects, counts, and disburses money, completes banking transactions, and processes payroll.
12. Communicates with customers, employees, and other individuals to disseminate or explain information.

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Interests (Holland Code):
CRE
(Conventional, Realistic, Social)

Interest Area:
Business & Administration

Working Conditions: Pleasant and comfortable clean, well lit offices.

Avg Work Week:
Full-timers
40hrs (Some may work shifts or overtime during busy periods. Many also work part-time or temporary jobs.)

Sources of additional info: NH Employment Security (Contact office nearest you or go online to www.nhes.state.nh.us).

American Management Association, 1601 Broadway, New York, NY 10019 (www.amanet.org).

NHCRN
New Hampshire Career Resource Network
Employment SECURITY Rick Ricker (603) 229-4489 ELM4B
www.nhes.state.nh.us/elmi/nhcrn/index.htm